# International School of London - London

## Job Description

Job Title: Secondary Arts Technician – equivalent 3 days per week

Reports to: Head of Department - Arts

Deputised by: N/A

Campus: Middle School and College Campuses

Position: The post supports teaching and learning across the Visual Arts for Grades 6-12. It involves: managing and implementing a wide variety of technical and practical support for classes, exhibitions and displays; overseeing art resources; assisting with the Visual Arts Teaching and Learning Programme as requested by classroom teachers and the Head of Department; working with students directly to help develop art portfolios.

The International School of London invites expressions of interest from dynamic and engaging professionals with a strong background in a related Visual Arts field in support of the above position overview. Previous experience in this role or a related role, coupled with strong organisational and time management skills, and a deep interest and knowledge of how young artists develop within an international learning environment are highly desirable and a distinct advantage. Please refer to the accompanying more detailed job description for further details and information regarding the application process.

0. Overview

To ensure effective oversight of the resourcing, practical management, in-class student support and student portfolio development within the Secondary Visual Arts Department.

1. General Responsibilities in Middle School and at the Diploma College

* Carry out daily maintenance duties as specified by the Head of Arts
* Keep the Art Room in order and safe for use
* Re-stock and re-order art materials
* Maintenance of equipment such as cameras, lights, audiovisual devices
* Maintenance of the Arts facilities in good working condition
* Assist teachers with student inductions to power-tools and hazardous materials
* Maintaining the flammable substances and hazardous equipment - locked and stored safely
* Preparation of specialist materials and the set-up of specialist equipment for use in lessons, for example, studio lights, cameras charged, easels for drawings
* Assist with the production of props for School productions
* Participate actively in departmental meetings
* Assist the Head of Arts for Health and Safety matters, including maintaining product warning notes, reading and disseminating information about risk and H&S
* Assist with MYP and DP end of year showcases, school-wide displays, shows, Art exhibitions and festivals

2. Skills

* Must be proficient in English, written and spoken (an additional language is an advantage)
* Possess good personal organisation and timekeeping
* Willingness and ability to work well with children
* Ability to work successfully and enthusiastically under supervision
* Demonstrated ability to work as a member of a team is essential; communicating well with young people, and teaching and support staff, at all levels
* Adaptable/flexible and open to new ideas
* Possess sufficient mobility to monitor students’ classroom practices
* Experience around various software and technological tools (Smartboard, iPads, Macintosh computer systems)
* Promote digital art-making forms and provide technical assistance when required
* Experience in an International School environment is an advantage
* Experience working in a range of art forms and techniques is required.

3. In-class Support

* Provide in-class support with technical assistance to students during lessons; help with **personalised learning** using specific strategies and techniques, including those personal to you as a qualified arts practitioner
* Provide in-class support to staff and students for ceramics, sculpture; assist with sending work for firing and glazing
* Provide creative support – individual or small group
* Help to ensure student safety
* Monitor students as directed by the teacher
* Demonstrate safe, ethical and responsible behaviour
* Adhere to technology guidelines and uses
* Assist organising field trips and research possible suitable events

4. Additional IB Diploma Responsibilities

* Promote contemporary art practice and provide up to date exhibition and reading recommendations for students
* Run weekly portfolio class for students looking to apply to Art & Design courses at university – includes portfolio prep; monitoring university choices, entry dates/requirements and deadlines
* Liaise with staff and students on examination content for IBIS upload
* Help students document all artwork and work with IB Diploma Visual Arts lead teacher to subsequently upload all examination material to IBIS once finalised
* Oversee production and facilitate curation of annual IB art exhibition - promote throughout school and school networks
* Contribute to school displays (in-class and out) including current and past IB art work

5. Other Professional Responsibilities

* Provide support for the Performing Arts program upon request
* Participate actively in departmental meetings and guidance meetings/SENCO meetings
* Maintain confidentiality as necessary
* As requested or assigned, participate in formal or informal staff meetings

Art-making forms - DP Visual Arts

|  |  |  |
| --- | --- | --- |
| Two-dimensional forms | Three-dimensional forms | Lens-based, electronic and  Screen-based forms |
| * **Drawing**: such as charcoal, pencil, ink * **Painting:** such as acrylic, oil, watercolour * **Printmaking:** such as relief, intaglio, planography, chinecolle * **Graphics:** such as illustration and design | * **Sculpture:** such as ceramics, found objects, wood assemblages * **Designed objects:** such as fashion, architectural, vessels * **Site specific/ephemeral:** such as land art, installation, mural * **Textiles:** such as fibre, weaving, printed fabric | * **Time-based and sequential art:** such as animation, graphic novel, storyboard * **Lens media:** such as still, moving, montage * **Digital/screen based:** such as vector graphics, software generated |

Qualifications:

* Arts Bachelor degree - the post is ideally suited to a Visual Arts graduate with an interest in exploring a career within education or looking for a way to support their personal creative practice
* Teaching qualification (optional)
* Experience working with IB Diploma Arts students an advantage

To apply, or if you require any further information about this role, please contact: *Daphne Davies, HR Administrator (ddavies@isllondon.org)*

Applications should include:

Current CV (no longer than 2pages)

Letter of application

Contact details of 3 professional referees (including one from a senior advisor)